



Town of Groton, Connecticut

45 Fort Hill Road
Groton, CT 06340-4394
Town Clerk 860-441-6640
Town Manager
860-441-6630

Meeting Minutes

Town Council

Mayor Heather Bond Somers, Councilors Dean G. Antipas, Bruce S. Flax, Bill Johnson, Karen F. Morton, Deborah L. Peruzzotti, Rita M. Schmidt, James L. Streeter, and Harry A. Watson

Tuesday, August 21, 2012

7:30 PM

Town Hall Annex - Community Room 1

REGULAR MEETING

I. ROLL CALL

The meeting was called to order at 7:32 p.m. by Mayor Somers.

Members Present: Mayor Somers, Councilor Antipas, Councilor Flax, Councilor Johnson, Councilor Morton, Councilor Schmidt, Councilor Streeter and Councilor Watson

Members Absent: Councilor Peruzzotti

Also present were Town Manager Mark Oefinger, Town Clerk Betsy Moukawsher and Office Assistant Lori Watrous.

II. SALUTE TO THE FLAG

The Salute to the Flag was led by Joe Fugere.

III. RECOGNITION, AWARDS & MEMORIALS

None.

IV. RECEIPT OF CITIZENS' PETITIONS, COMMENTS AND CONCERNS

Jim Furlong, 57 Fishtown Lane, Mystic, former director of the Groton Open Space Association (GOSA), spoke as a private citizen. He questioned the accuracy of information from the Planning and Development Department to its commissioners and its attitude toward state officials. He is concerned that the soon-to-be-updated Plan of Conservation and Development will not be balanced, impartial, or accurate.

William Biletzke, 580 Sandy Hollow Road, Mystic, stated that he was told by the Public Works Department that aprons and curbing will not be part of the repaving project on Sandy Hollow Road, as it is beyond the scope of the project. Mr. Biletzke remarked that if the road is not curbed properly it won't last, and will just be a waste of money. He presented a petition signed by nine residents requesting curbing and driveway aprons be added to this repaving project.

Joe Fugere, 511 Sandy Hollow Road, Mystic, concurs with Mr. Biletzke's comments and supports adding curbing to the repaving project.

V. RESPONSES TO CITIZENS' PETITIONS, COMMENTS AND CONCERNS

2012-0259

Sandy Hollow Road Curbing

SANDY HOLLOW ROAD CURBING

The Town Manager stated that the width of Sandy Hollow Road will remain the same and only existing curbing will be replaced. If curbs were added to the entire road then proper drainage and catch basins would need to be added to the project at an additional cost. Sandy Hollow Road is designated as a scenic road by a Town Ordinance and curbing would change its character. Mr. Oefinger noted that some of the individuals that signed the petition already have curbing in front of their property.

Mayor Somers requested a referral to discuss curbing on Sandy Hollow Road.

VI. CONSENT CALENDAR**a. Approval of Minutes****2012-0248 Approval of Minutes (Town Council)**

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meeting of August 7, 2012 are hereby accepted and approved.

This Matter was Adopted on the Consent Calendar.

b. Administrative Items**2012-0235 Special Trust Fund Contributions**

RESOLUTION ACCEPTING CONTRIBUTIONS TO SPECIAL TRUST FUNDS

RESOLVED, that the Town Council hereby accepts contributions to the Town as follows:

George Marshall - \$200.00 - Social Services Discretionary
City of Groton - \$79.98 - Groton Utilities Energy Assistance Program
Patricia Ludwig - \$50.00 - Library Miscellaneous
Charles Rogers - \$35.00 - Social Services Discretionary
Lee Vincent - \$50.00 - Social Services Discretionary
Groton Maritime Foundation - \$3,190.73 - Maritime Academy Miscellaneous

This Matter was Adopted on the Consent Calendar.

Mayor Somers thanked the Groton Maritime Foundation for its generous donation.

c. Deletions from the Town Council Referral List**2012-0227 Regional Probate Court - Update**

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0237 Eastern Point Road Golf Cart Tunnel Agreement

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0240 Resolution Setting the Referendum Date and Approving the Form of the Question for the Road Maintenance and Rehabilitation Program Bond Ordinance

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0241 Explanatory Text for Road Maintenance and Rehabilitation Program Bond Ordinance Referendum

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0249 AFSCME Collective Bargaining Agreement

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0250 Manager of Golf Course and Parks Maintenance Job Description

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0251 Golf Professional Job Description

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0252 Assistant Golf Professional Job Description

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0253 Pro Shop Attendant Job Description

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0254 Public Buildings and Fleet Supervisor Job Description

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0255 Working Leader Job Description

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0256 Inspection Services Technician Job Description

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2012-0257 City of Groton Zoning Regulation Amendment Application - Historic/Institutional Reuse

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

Passed The Consent Calendar

A motion was made by Councilor Watson, seconded by Councilor Schmidt, to adopt the Consent Calendar, including all the preceding items marked as having been adopted on the Consent Calendar.

The motion carried unanimously

VII. COMMUNICATION REPORTS (Other than Committee Reports)**a. Town Councilors**

Councilor Morton noted that her email account is now operational.

Councilor Johnson attended a Plan of Conservation and Development meeting.

Councilor Schmidt attended an RTM meeting, a Board of Education meeting, and a Planning Commission meeting. She received communications regarding a volunteer program to help at the animal shelter and a business owner being asked to move his automobile to the rear of the building because it had advertising on it.

Councilor Streeter received phone calls regarding the status of Thames Street and the demolition permit for Pfizer. Emails were received regarding fire districts and minority representation on boards and commissions. He also attended a reunion of people who grew up in the Poquonnock Bridge area.

Mayor Somers attended an RTM meeting, a Board of Education meeting, and a Council of Governments (COG) meeting. She attended weekly meetings between Pfizer representatives, Town Manager Mark Oefinger, and City Mayor Marion Galbraith to discuss marketing plans for Building 118.

b. Clerk of the Representative Town Meeting

The next regular RTM meeting will be held on September 12, 2012.

c. Clerk of the Council

The Town Clerk announced current vacancies on boards and commissions, and stated that more information can be obtained at the Town Clerk's Office or on the Town website.

d. Town Manager

The Town Manager remarked that there will be a public listening session regarding the replacement of the Groton Long Point Road bridge on August 30, 2012, a book signing for 'Hidden Mirrors' by Donna Marie on August 28, 2012, and the surplus sale on September 8, 2012. He noted that National Night Out was very successful with over 1,000 in attendance.

By consensus, the Committee of the Whole meeting scheduled for August 28, 2012, is cancelled. There will be a Special Committee of the Whole meeting on September 4, 2012.

2012-0260 Spicer Fund Fundraiser**SPICER FUND FUNDRAISER**

The Town Manager stated that the Spicer Fund will only last for another 2-1/2 years. Fundraising is one way to increase the balance in the fund.

Mayor Somers requested a referral to consider a fundraiser for the Spicer Fund.

e. Town Attorney

No report.

VIII. COMMITTEE REPORTS

a. Community & Cultural Development - Chairman Schmidt

No meeting, no report.

b. Economic Development - Chairman Johnson

No meeting, no report.

c. Education/Health & Social Services - Chairman Watson

No meeting, no report.

d. Environment/Energy - Chairman Peruzzotti

No meeting, no report.

e. Finance - Chairman O'Beirne

No meeting, no report.

f. Personnel/Appointments/Rules - Chairman Flax

No meeting, no report.

g. Public Safety - Chairman Streeter

Councilor Streeter read the minutes of July 24, 2012, which are on file at the Town Clerk's office.

h. Public Works/Recreation - Chairman Antipas

No meeting, no report.

i. Committee of the Whole - Mayor Somers

Mayor Somers stated that the resolutions on tonight's agenda are a result of the Committee of the Whole meeting.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

2012-0227 Regional Probate Court - Update

RESOLUTION AUTHORIZING FYE 2013 CONTINGENCY TRANSFER FOR REGIONAL PROBATE COURT COSTS

WHEREAS, the FYE 2011 budget included \$25,000 in LoCIP funding for renovations associated with the Regional Probate Court established in 2011, and

WHEREAS, Probate Judge Nick Kepple has identified additional necessary improvements to the office space that includes work stations, a counter, and furniture, and

WHEREAS, LoCIP funding cannot be used to purchase furniture, and

WHEREAS, the Town Charter provides for transfers from the Contingency function during the year, and

WHEREAS, the towns of Stonington, North Stonington, and Ledyard will be billed for their prorated share of the cost of the improvements to the Regional Probate Court, now therefore be it

RESOLVED, that \$5,600 be transferred from the General Fund Contingency function (#1074) to the Southeastern Connecticut Probate Court (#10073) for purchasing furniture in conjunction with

improvements to the Regional Probate Court.

A motion was made by Councilor Antipas, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2012-0237

Eastern Point Road Golf Cart Tunnel Agreement

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE GOLF COURSE TUNNEL LEASE AGREEMENT

WHEREAS, on September 2, 1997 the Town Council authorized the then Town Manager to execute an agreement with the State of Connecticut Department of Transportation for a golf cart tunnel under Eastern Point Road to provide safe passage for patrons and staff of Shennecossett Golf Course, and

WHEREAS, the lease agreement has expired and must be renewed, now therefore be it

RESOLVED, that Town Manager Mark R. Oefinger, for the period July 1, 2002 to the present, had and has the authority to execute and deliver on behalf of the Town of Groton any and all necessary instruments associated with the lease agreement for the golf cart tunnel under Eastern Point Road and all documents including any and all requisite affidavits, amendments, certifications, and other documents related thereto.

A motion was made by Councilor Schmidt, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2012-0240

Resolution Setting the Referendum Date and Approving the Form of the Question for the Road Maintenance and Rehabilitation Program Bond Ordinance

RESOLUTION SETTING A REFERENDUM DATE AND APPROVING THE FORM OF THE QUESTION FOR AN "ORDINANCE APPROPRIATING \$11,200,000 FOR THE CALENDAR YEARS 2013 THROUGH 2017 ROAD MAINTENANCE AND REHABILITATION PROGRAM AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION"

WHEREAS, the Town Council and the Representative Town Meeting have approved an ordinance entitled "ORDINANCE APPROPRIATING \$11,200,000 FOR THE CALENDAR YEARS 2013 THROUGH 2017 ROAD MAINTENANCE AND REHABILITATION PROGRAM AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION", now therefore be it

RESOLVED, that the ordinance be submitted for approval or rejection at a referendum to be held November 6, 2012 in conjunction with the election to be held on that date. Voters approving the ordinance will vote "Yes" and those opposing the ordinance will vote "No", and be it further

RESOLVED, that the question to be placed on the voting machines shall be worded as follows:

"SHALL THE ORDINANCE APPROPRIATING \$11,200,000 AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT FOR THE CALENDAR YEARS 2013 THROUGH 2017 ROAD MAINTENANCE AND REHABILITATION PROGRAM BE APPROVED?"

and be it further

RESOLVED, that the Town Clerk is hereby directed to issue any and all warnings, publish all such notices, and file all such statements and reports concerning said referendum as provided by law.

A motion was made by Councilor Streeter, seconded by Councilor Antipas, that this matter be Adopted.

The motion carried unanimously

2012-0241

Explanatory Text for Road Maintenance and Rehabilitation Program Bond Ordinance

Referendum

RESOLUTION AUTHORIZING PREPARATION OF EXPLANATORY TEXT FOR AN "ORDINANCE APPROPRIATING \$11,200,000 FOR THE CALENDAR YEARS 2013 THROUGH 2017 ROAD MAINTENANCE AND REHABILITATION PROGRAM AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION"

RESOLVED, that the Town Clerk is authorized to prepare a concise explanatory text and the Town Manager is authorized to prepare additional explanatory materials regarding an "ORDINANCE APPROPRIATING \$11,200,000 FOR THE CALENDAR YEARS 2013 THROUGH 2017 ROAD MAINTENANCE AND REHABILITATION PROGRAM AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION," such texts and explanatory materials to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the Connecticut General Statutes.

A motion was made by Councilor Watson, seconded by Councilor Streeter, that this matter be Adopted.

The motion carried unanimously

2012-0249

AFSCME Collective Bargaining Agreement

RESOLUTION APPROVING LOCAL 818 OF COUNCIL #4 AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES AFL-CIO

WHEREAS, the Town of Groton and the Local 818 of Council #4 American Federation of State, County and Municipal Employees AFL-CIO reached a tentative agreement on a successor collective bargaining agreement for the period July 1, 2013 through June 30, 2016, and

WHEREAS, the bargaining unit membership voted to approve the agreement, and

WHEREAS, approval is recommended by the Town's negotiators, now therefore be it

RESOLVED, the Groton Town Council hereby approves the agreement and the expenditure of funds necessary to implement the agreement between the Town and the Local 818 of Council #4 American Federation of State, County and Municipal Employees AFL-CIO for the term July 1, 2013 - June 30, 2016.

A motion was made by Councilor Flax, seconded by Councilor Schmidt, that this matter be Adopted.

The motion carried unanimously

A motion to approve Resolutions 2012-0250 Manager of Golf Course and Parks Maintenance Job Description, 2012-0251 Golf Professional Job Description, 2012-0252 Assistant Golf Professional Job Description, 2012-0253 Pro Shop Attendant Job Description, 2012-0254 Public Buildings and Fleet Supervisor Job Description, 2012-0255 Working Leader Job Description, and 2012-0256 Inspection Services Technician Job Description was made by Councilor Watson, seconded by Councilor Flax and so voted unanimously.

The Town Manager stated that these positions are filled except for the Inspection Services Technician position.

2012-0250

Manager of Golf Course and Parks Maintenance Job Description

RESOLUTION APPROVING A JOB DESCRIPTION FOR A MANAGER OF GOLF COURSE AND PARKS MAINTENANCE

WHEREAS, the Town Manager and Administrative Services Department regularly review job descriptions when opportunities provide for them to be updated, and

WHEREAS, in the Parks and Recreation Department the Parks Maintenance division lost a

Superintendent position several years ago and the Golf Course lacked a position with overall management responsibilities, and

WHEREAS, it is desirable to consolidate the management of the Golf Course and Parks Maintenance divisions within Parks and Recreation, now therefore be it

RESOLVED, that the Town Council approves the job description of Manager of Golf Course and Parks Maintenance.

A motion was made by Councilor Watson, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2012-0251 Golf Professional Job Description

RESOLUTION APPROVING A JOB DESCRIPTION FOR A GOLF PROFESSIONAL

WHEREAS, the Golf Professional is a unique position in that the employee works for the Town of Groton but also operates the golf shop as a private business, and

WHEREAS, it is necessary to update the job description to include essential duties covering both Town responsibilities and the golf shop, as well as financial reporting criteria, and

WHEREAS, the Golf Professional will report to the Manager of Golf Course and Parks Maintenance, now therefore be it

RESOLVED, that the Town Council approves the job description of Golf Professional.

A motion was made by Councilor Watson, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2012-0252 Assistant Golf Professional Job Description

RESOLUTION APPROVING A JOB DESCRIPTION FOR AN ASSISTANT GOLF PROFESSIONAL

WHEREAS, the job description for part-time/seasonal Assistant Golf Professional has been updated to better reflect the current duties and responsibilities associated with the position, now therefore be it

RESOLVED, that the Town Council approves the job description for Assistant Golf Professional.

A motion was made by Councilor Watson, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2012-0253 Pro Shop Attendant Job Description

RESOLUTION APPROVING A JOB DESCRIPTION FOR A PRO SHOP ATTENDANT

WHEREAS, the employees performing the work of Pro Shop Attendance were previously classified as part-time Office Clerks, and

WHEREAS, the title and job description of Pro Shop Attendant more clearly delineate the distinct responsibilities of the position, now therefore be it

RESOLVED, that the Town Council approves the job description for Pro Shop Attendant.

A motion was made by Councilor Watson, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2012-0254 Public Buildings and Fleet Supervisor Job Description

RESOLUTION APPROVING A JOB DESCRIPTION FOR A PUBLIC BUILDINGS AND

FLEET SUPERVISOR

WHEREAS, the Administrative Services Department regularly reviews job descriptions when opportunities provide for them to be updated, and

WHEREAS, in the Public Works Department the Building Maintenance and Fleet divisions are both essentially maintenance operations, and

WHEREAS, the position of Building Maintenance Supervisor became vacant and the Town consolidated the management of Building Maintenance and Fleet, now therefore be it

RESOLVED, that the Town Council approves the job description of Public Buildings and Fleet Supervisor.

A motion was made by Councilor Watson, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2012-0255**Working Leader Job Description**

RESOLUTION APPROVING A JOB DESCRIPTION FOR A WORKING LEADER - PUBLIC WORKS

WHEREAS, the Administrative Services Department regularly reviews job descriptions when opportunities provide for them to be updated, and

WHEREAS, the Town would be interested in developing a Working Leader position that would provide both front line supervision as well as the ability operate equipment, now therefore be it

RESOLVED, that the Town Council approves the job description of Working Leader - Public Works.

A motion was made by Councilor Watson, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2012-0256**Inspection Services Technician Job Description**

RESOLUTION APPROVING A JOB DESCRIPTION FOR AN INSPECTION SERVICES TECHNICIAN

WHEREAS, the FYE 2013 Budget include funding for six months for a new position in the Office of Planning and Development Services (OPDS) entitled Inspection Services Technician, and

WHEREAS, the primary focus of the position is to perform field and office tasks related to inspection, permitting and code enforcement, and

WHEREAS, this position replaces a higher level Inspector II position, now therefore be it

RESOLVED, that the Town Council approves the job description and pay plan for the position of Inspection Services Technician.

A motion was made by Councilor Watson, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2012-0257**City of Groton Zoning Regulation Amendment Application - Historic/Institutional Reuse**

RESOLUTION AUTHORIZING THE TOWN MANAGER TO APPLY FOR A CITY OF GROTON ZONING REGULATION AMENDMENT FOR HISTORIC/INSTITUTIONAL REUSE

WHEREAS, the Town Council has accepted the final report of the Groton Heights School Reuse Task Force presented on February 28, 2012, and

WHEREAS, the report addressed zoning issues affecting the Groton Heights School property and the Town Council agrees with the report finding that many of the potential reuse options would require an amendment of the City of Groton Zoning Regulations, now therefore be it

RESOLVED, that the Town Council authorizes the Town Manager to apply for a City of Groton Zoning Regulation Amendment for Historic/Institutional Reuse to provide reuse opportunities for existing buildings that have historic, architectural, or aesthetic significance, such as the Groton Heights School.

A motion was made by Councilor Morton, seconded by Councilor Schmidt, that this matter be Adopted.

The motion carried unanimously

XI. OTHER BUSINESS

Councilor Johnson informed the Town Manager that some portions of the Poquonnock River Walkway are in need of repair.

Mayor Somers met with CGI Communications regarding the production of a promotional video that will be linked to the Town website for people considering relocating to the Groton area. It would highlight the area and what it has to offer. There is no cost, but a 3-year contract would be signed and a link to the CGI website would appear on the Town webpage.

Suspension of the Rules

A motion to suspend the rules to consider a resolution to authorize the Town Manager to enter into an agreement with Jim Martin not to exceed a set dollar amount with funding taken from money set aside for marketing in the Economic Development FYE2013 budget was made by Councilor Johnson, seconded by Councilor Schmidt and so voted unanimously.

2012-0261

Authorization to Enter into Agreement with Jim Martin for Professional Services to identify Potential Reuses of Pfizer Building 118

AUTHORIZATION TO ENTER INTO AGREEMENT WITH JIM MARTIN FOR PROFESSIONAL SERVICES TO IDENTIFY POTENTIAL REUSES OF PFIZER BUILDING 118

RESOLVED, that Town Manager Mark R. Oefinger is hereby authorized to enter into an agreement with Jim Martin for professional services as a consultant to identify potential reuses for Pfizer Building 118, and be it further

RESOLVED, that the amount available for this agreement would not exceed \$5,000, funding coming from marketing funds set aside in the FYE2013 budget for Economic Development (10465).

A motion was made by Councilor Watson, seconded by Councilor Morton, that this matter be Adopted.

Mayor Somers stated that if the Town is trying to market Pfizer Building 118, it needs to know how the building can be converted for uses other than lab space. Jim Martin is an architect who has worked on many design projects at Pfizer; therefore he is knowledgeable about the buildings and their construction.

An architect would be able to help the Town uncover other uses for this building by answering such questions as: how the building could be divided; whether the different wings of the building could be separated; and what kind of electrical service powers the building and whether it can be changed.

The Town Manager stated that an attempt is being made to get a consortium of area colleges together. There have been two tours of the building. Mr. Martin was present at both tours and answered many questions regarding what potentially could or could not be done with the property.

The Town Manager noted that the funding for this agreement could come out of Contingency or money set aside in the Economic Development budget for marketing. \$10,000 was approved in the FYE2013 budget for marketing. He also mentioned that Pfizer has provided the plans for the building in .pdf format.

Time is of the essence. Pfizer has applied for a demolition permit, and will make its decision on what to do with the building before the end of the year.

The motion carried unanimously

XII. ADJOURNMENT

A motion to adjourn at 8:52 p.m. was made by Councilor Watson, seconded by Councilor Flax and so voted unanimously.

Attest:

*Betsy Moukawsher, Town Clerk
Clerk of the Council*

Lori Watrous, Office Assistant